

# HISTORIC CARRILLO BALLROOM

## HOUSE RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

**HISTORIC CARRILLO BALLROOM** | 100 EAST CARRILLO STREET, SANTA BARBARA CA 93101 | (805) 897-2519

Thank you for considering our venue for your special event. This list of house rules and regulations is designed to help your event run smoothly while ensuring that we also stay respectful of the surrounding neighborhood and obey all applicable laws.

## *Rules and Regulations*

### GENERAL

- A facility monitor (an employee of the Parks and Recreation Department who oversees events) is on duty at all events. Please check in with your facility monitor upon your arrival and departure, and notify them immediately if any problems arise during your event. After your event, your facility monitor will walk through with you to ensure that the venue is left as it was found.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- Paintings and artwork are not to be moved.
- Depending on the number of minors (under 21 years old) or alcohol at an event, we reserve the right to require uniformed security or childcare.
- Renter must ensure that children are well supervised throughout the event.
- Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs).
- The facility has no control over special events occurring downtown or on-street parking availability.
- If the rear courtyard is used, a walkway must be maintained from the Anacapa sidewalk to the handicap entrance of the adjacent 924 Anacapa Street building.
- Rental rates are subject to change and are usually adjusted each September.

### PARKING

- There are two City parking lots—Lot 8 and Lot 9—within a one-block radius of this venue. These lots allow 75 minutes of free parking, with a charge of \$1.50 per hour (or partial hour) thereafter.
- To see the exact location of all downtown City parking lots, please see the map at <http://bit.ly/SBDowntownParkingMap>.

### PUBLIC EVENTS

- A health permit from the County of Santa Barbara is required if the event is open to the public and food or beverages are served.
- Permit fees may be waived for non-profits if they apply more than two (2) weeks prior to the event; please contact County Public Health as soon as possible for these events. Contact information: Kendra Wise, Environmental Health Specialist at Santa Barbara County Public Health Department, can be reached at (805) 681-4936 or [kendra.wise@sbcphd.org](mailto:kendra.wise@sbcphd.org).

### BALLROOM DANCE FLOOR

- **The ballroom has a unique floor system that requires great care during events.**
- Under no circumstances should any items be dragged across the floor – all materials should be carried or placed on wheeled carts to move across the floor (this applies to all floors in the facility) – this should be communicated with caterers, bands, DJs, and all others setting up the event.
- Food and beverages spills on the ballroom floor should be cleaned immediately – this must be communicated as a required responsibility for the caterer.
- **No tape of any kind is permitted for use on hardwood floors, as it removes the floor finish.**

### FOOD AND CATERING

- There are no cooking facilities on the premises.
- Outdoor barbecuing/cooking is permitted in the rear courtyard if arranged at the time of booking.
- Propane burners are not allowed inside the facility. Only electric warmers and sterno are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put into the trash or recycling dumpsters located next to the Carrillo Ballroom adjacent to the Carrillo St. Gym. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator.
- Self-catering is allowed for events accommodating up to 200 guests, however, your security deposit may be increased and cleaning fees will increase to provide an on-site custodian at the event if professional catering staff is not on-site to manage food service including trash removal.
- Self-catering is not allowed for events accommodating over 200 guests.

## BEVERAGES AND ALCOHOL

- All alcohol is allowed for approved permitted events at the Carrillo Recreation Center.
- If alcohol is sold, a permit from the Alcohol Beverage Control (ABC) board must be obtained and displayed during the event.
- An ABC permit is also required if alcohol is included with the price of admission or if alcohol is purchased from a caterer or bartending service. Please call ABC at (805) 289-0100 for more information.
- Alcohol is not allowed at events meant for young people between the ages of 13 - 20 years of age.
- Keg beer is allowed, but kegs must be transported with a dolly, so they do not touch the brick, wood, carpet or linoleum surfaces. Kegs must be placed in tubs and tubs must sit on bar mats.
- Renter must provide bucket containers for chilling and storing alcohol and other beverages. Do not use the kitchen trash cans for this purpose. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.
- Clean ice and clean cold water can be placed in the planter beds at the end of the event. Dirty ice, and beverages need to be disposed of in the sewer (kitchen sink or toilets can be used).
- We offer recycling at this facility. The renter is responsible for taking bottles, cans and other recyclables to the blue recycling dumpster located behind the Carrillo Ballroom adjacent to the Carrillo St. Gym. All cardboard boxes must be broken down (collapsed) before placing them in the recycle bin.

## TABLES, CHAIRS, AND OTHER EQUIPMENT

- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- The table and chair setup fee allows access to the following amenities:
  - 400 padded stacking banquet chairs (gold/red fabric pattern with oil rubbed bronze frame).
  - 30 60" round tables. Although 10 chairs can be packed at one table, we HIGHLY recommend no more than 9 chairs per table with 8 chairs being the ideal setup.
  - Two 48" round tables.
  - 50 maroon colored plastic folding chairs (padded chairs cannot be used outdoors).
  - 76 black plastic stacking chairs located on the Ballroom balcony (maximum balcony capacity).
  - 12 30" round pedestal tables than can be either seated or standing height.
  - 27 2½' x 6' rectangular banquet tables.
  - Two heavy-duty 3' square card tables.
  - Two 2' x 4' tables.
  - One portable bar.
  - 32" flat-screen TV with integrated DVD player.
  - 8 3-foot long plastic cord covers.
  - Two heavy-duty black easels (can attach standard paper pads for notetaking).
  - Two 70" square projection screens (renter must provide their own projector and computer).
  - WiFi is available throughout the Carrillo Recreation Center.

## DECORATIONS

- No open candle flames are allowed. Candles must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice, or birdseed allowed in or around the building.
- No nails, staples, thumbtacks, or tape with permanent adhesive may be used on the walls to hang decorations. Use masking tape, painters tape or **3M Command Adhesive** clips for attaching anything to the walls.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady.
- Nothing can be attached to any of the hanging light fixtures.
- Balloons are not recommended in the ballroom. They often escape and can become tangled in the chandeliers requiring a City carpenter to untangle them at a minimum cost of \$200.
- No decoration materials can be dumped in the planter beds.

## SETTING UP AND CLEANING UP

- Caterers generally need 2-3 hours of setup time for an event at the Carrillo Recreation Center; this is considered as part of your rental time.
- Our tables, chairs, etc. will already be in place before your "start time" if you purchased this service in advance. Setup may not occur prior to this time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event.
- You or your caterer must bag, tie and dump all trash in the appropriate dumpster behind the ballroom. All cardboard boxes must be broken down (collapsed) before placing them in the recycle bin.
- You must leave the kitchen in the same condition as it was found, but are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

## MUSIC

- Music, bands, and/or DJs are permitted to play until midnight. We require that music stop one (1) hour prior to the end of event when tables and chairs are setup to allow sufficient clean-up time.
- No amplified music is allowed in the rear courtyard.
- If extension cords are used in rooms with carpet or linoleum floors (**not hardwood floors**), they must be taped down with wide painters/masking tape to prevent trip hazards or should use our plastic cord covers. Extension cords used on wood floors need to be secured with plastic cord covers.

## *Further Information*

### **RENTAL AVAILABILITY**

The Historic Carrillo Ballroom is a popular spot for public events and private celebrations. Saturdays are the most popular day of the week—please plan in advance and contact us at (805) 897-2519 to discuss availability.

### **VIEWING THE VENUE**

The Historic Carrillo Ballroom is open for viewing Monday through Friday from 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting us. On weekends, you may “peek in” during the first hour of an event’s setup if there is a rental booking in the building. We ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.

### **BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS**

Once you decide to rent the Historic Carrillo Ballroom and have determined a date, you can either put a “10-day tentative hold” for the date (no money down) or “confirm and book” the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 10 days, you must either confirm and book or release the date. Once the date is booked, we’ll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.

To confirm a date and start the rental paperwork process, contact Kyle Thumm at (805) 897-7557 or by email at [KThumm@SantaBarbaraCA.gov](mailto:KThumm@SantaBarbaraCA.gov).

### **CANCELLATION POLICY**

If an event is canceled more than 30 days in advance of the event, the renter will be issued a refund for 90% of refundable reservation fees and any other fees paid with the exception of the non-refundable reservation fee that will be retained entirely.

Your security deposit will be returned within ten (10) working days after your event. If the facility was compromised, or if the permit application was found to contain false or misleading information, or if the applicant exceeded the stated use and limits of the permit, funds will be deducted from the deposits, as deemed by facility staff.

### **INSURANCE**

Insurance is not required for private events since we have a building monitor present; insurance is required for public special events.

### **DAMAGES**

The permit holder is responsible to pay for any damages that exceed the deposit amount. The permit holder is responsible for damages caused by guests and service providers such as bands, caterers, florists, and decorators.